

Board of County Commissioners
Inter-Office Memorandum

Date: October 20, 2009
To: Theresa Heiker, Public Works Engineering
From: Keith M. Roberts, Purchasing Director 
Subject: Bid Evaluation for Water Quality Analysis Services, BC-10-06-09-03

Working with staff of Public Works in the review of the bid submittals for this bid, I have determined MACTEC to be a non-responsive bidder. This determination is based upon the lack of information provided on the laboratory(ies) that would perform the work on 14 of 36 parameters required in the specifications. The name of the laboratory for each was not provided as required by the ITB. Without this information, each lab's certification and confirmed capability are unknown and would not meet the requirements for the Water Quality Analysis Services .

The Invitation to Bid (ITB) clearly stated in the Purpose section the necessity of the standards required for the services to be performed:

Because of the nature of the TMDL program and the stringent standards that the Florida Department of Environmental Protection (FDEP) has on data quality, all of Leon County's documentation requirements are based on FDEP Standard Operating Procedures (SOPs). National Environmental Laboratory Accreditation Conference (NELAC) standards will also be incorporated as required.

Further, the ITB stated the required qualifications of the Contractor. Those requirements that are the basis for the determination follow:

CONTRACTOR'S QUALIFICATIONS

The Contractor must:

1. Show that all laboratory testing activities are performed by laboratories certified by the Florida Department of Health Environmental Laboratory Certification Program (DoH ELCP) for all applicable matrix/method/analyte combinations to be measured.
3. Must have a quality assurance program and must submit documentation of their laboratory(ies) overall quality assurance (QA) philosophy and a narrative description of the in-house QA program as it pertains to the Scope of Services for this solicitation.
7. Must provide the results of the latest NELAP audit by the Florida Department of Health Laboratory Certification Program and, if applicable, the latest audit conducted by FDEP. Corrective action responses to the audit(s) must also be provided along with any other associated documented dialog between the laboratory and the Florida Department of Health Laboratory Certification Program and FDEP.

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Information to confirm these requirements was listed in the section titled "REQUIRED SUBMITTALS" which stated:

In order to assure that each vendor responding and its sub-consultants are fully qualified and capable of performing the work as required in the Scope of Work, the County requires each vendor to submit the following information. Failure to provide this information by any vendor will result in that vendor's bid being determined as non-responsive.

- B. List all outside consultants anticipated to be used on this project. When listing consultants, give the respective specialty of the firm and provide information on qualifications as applicable, in each of the following sections.
- E. Analysis Plan. Submit a plan that includes the applicable information contained in the document "Requirements for Field and Analytical Work Performed for the Department of Environmental Protection Under Contract", DEP-QA-002/02. <http://www.dep.state.fl.us/labs/qa/sops.htm>
- J. Certification Audit Results. Provide the results of the latest NELAP audit by the Florida Department of Health Laboratory Certification Program and, if applicable, the latest audit conducted by FDEP. Corrective action responses to the audit(s) must also be provided along with any other associated documented dialog between the laboratory and the Florida Department of Health Laboratory Certification Program and FDEP.

The specific laboratory(ies) were not identified as required by the ITB section above nor were the corresponding analysis plan and audit results for the labs. Therefore the bid is non-responsive.